Tasking Memorandum No. 00-83
Memorandum For DCMC Business Areas, DCMC Information Office, Commanders DCMDs and DCMC CAOs
Subject: Year 2000 (Y2K) Transition Action Plan
Date: December 22, 1999
Suspense Dates: Multiple dates-See below and attachment 1
Target Audience: DCMC Y2K Computer Emergency and Response Team (CERT) and Tiger Team Members, District and CAO Commanders, District and CAO Business Continuity Teams (BCTs), Information Systems Security Officers (ISSOs), Functional Automated System Support Team (FASST) Members, Staff Duty Officers, Network Monitoring Center (NMC), and Customer Response Center (CRC)

Requirement(s):
- Much work has been done recently to prepare DCMC for the upcoming Y2K transition. Especially appreciated is the hard work done over the last 10 days to make sure that our networks and servers are completely Y2K compliant. As a result, we can be confident that DCMC will make the Y2K transition very successfully. However, there are still some final preparations and actions that we need to take to ensure that the Y2K transition will be as smooth and problem-free as possible.
- Attachment 1 is an Action Plan for DCMC Y2K Transition Operations for the period of December 27, 1999 through January 7, 2000. The Action Plan outlines roles, responsibilities and required actions for all DCMC personnel and organizations who will be involved in monitoring the Y2K transition and correcting any problems that might arise.
- Highlights of the Action Plan include:
  - Updating server Commercial-Off-The-Shelf (COTS) and Government-Off-The-Shelf (GOTS) software to the latest approved and Y2K-tested releases and versions.
  - Updating all anti-virus software to the latest releases available.
  - Powering down all desktop computers at the close of business on December 30, 1999.
  - Considering all Information Technology (IT) systems and facilities problems experienced during the transition period as Y2K-related until proven otherwise, and reporting all of these problems immediately in accordance with the specific instructions in the Action Plan.
- In attachment 2 are lists of the COTS and GOTS software releases and versions that are currently approved for use on DCMC servers. By December 29, 1999, Commanders and IT personnel must compare the software currently running on their servers to the software listed in attachment 2, and where there are differences in release or version numbers, upgrade their server software to the Y2K-tested releases and versions specified in the attachment. The District Offices of IT will, upon request, provide distribution and installation procedures for all offices that need upgraded software.
- Offices that are running server software not listed in attachment 2 must either remove that software from their systems or contact their District Offices of IT, through the cognizant Sector Administrator, for review and approval before continuing to use that software.

- By following the procedures outlined in the Action Plan, and making these final upgrades to our anti-virus and other software, DCMC will be well positioned to complete the Y2K transition with great success.

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Signature:

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Attachments--see HTML Version for links